

TAB A

Extract from:  
Memorandum for Director of Central Intelligence  
from Inspector General dated 19 November 1955,  
Subject: Survey of the [REDACTED]  
Office of Operations.

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"h. [REDACTED] processing of copy for publication gives grounds for misgivings in another respect as well: the low classification grades, and the corresponding youth and inexperience, of the personnel who read proof on the Division's material and who schedule its publications. Proof-reading and scheduling are functions of major importance in any publishing operation, including [REDACTED]. Yet, except for a few supervisors, the personnel who perform these tasks for the Division are all GS-4's--for the most part young girls with little or no previous experience.

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"i. There are, moreover, so few of these girls, relative to the workload they must bear, that each item of [REDACTED] material is proof-read by only one girl, working alone. The standard, vastly safer method of having everything read by two individuals working together, with one reading the original copy aloud while the other checks the proof, cannot be employed.

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"j. The turnover among the girls who do this work is high, the strain on their supervisors is severe, and the danger of error, perhaps crucial error, is very real. Therefore, it is:  
Recommended that more attention be given to the proof-reading function so as to assure professional accuracy for all publications and issuances."